



STATE OF CALIFORNIA  
Department of Parks and Recreation  
EXAMINATION ANNOUNCEMENT  
PARK MAINTENANCE SUPERVISOR  
DEPARTMENTAL PROMOTIONAL



**AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.**

QG64-6229

3PR03

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Parks and Recreation		
POSITIONS EXIST	Statewide		
WHO SHOULD APPLY	<p>This is a Departmental Promotional examination for the <b>Department of Parks and Recreation</b>. Applicants must meet one of the following criteria in order to participate in this examination:</p> <ol style="list-style-type: none"><li>1. Must have a permanent civil service appointment with the testing department as of the final filing date; or</li><li>2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or</li><li>3. Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code 18990; or</li><li>4. Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined in Government Code 18992; or</li><li>5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.</li></ol> <p>For applicants who meet the criteria under 3, 4, or 5, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.</p> <p>For applicants who meet the criteria under 5, a copy of their DD214 must be submitted with their Standard State Application (STD. 678).</p>		
WHERE TO APPLY	<p>Applications (<a href="#">Std. Form 678</a>) may be delivered in person or by mail. Please submit to:</p> <table><tr><td><b>By mail to:</b> Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001</td><td><b>In person to:</b> Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814</td></tr></table> <p><b>Please write Exam Code 3PR03 on your application in the section titled "Examination(s) or Job Title(s) For Which You Are Applying".</b></p>	<b>By mail to:</b> Department of Parks and Recreation Attention: Selections Unit P.O. Box 942896 Sacramento, CA 94296-0001	<b>In person to:</b> Department of Parks and Recreation 1416 9th Street Room 1018 (10th floor) Sacramento, CA 95814
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FINAL FILING DATE	<p>Applications (Form 678) must be postmarked no later than <b>March 4, 2013, the final filing date</b>. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Information regarding progress notices and candidate responsibilities may be found in the General Information section at the end of this announcement.</p>		
EXAMINATION DATES	<p>Qualifications Appraisal Interview: It is anticipated that interviews will be held during <b>May 2013</b>.</p>		
SALARY RANGE	\$3580 - \$4308		

(Continued on reverse side)

Exam Title: Park Maintenance Supervisor  
Exam Code: 3PR03

Release date: February 15, 2013  
Final Filing Date: March 4, 2013

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**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

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**ELIGIBLE LIST  
INFORMATION**

A departmental promotional eligible list will be established for the Department of Parks and Recreation. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

All applications must meet the education and/or experience requirements for this examination by **March 4, 2013, the final filing date.**

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**ALL APPLICATIONS/RESUMES MUST INCLUDE "FROM" AND "TO" EMPLOYMENT DATES (MONTH/DAY/YEAR), TIME BASE, AND APPLICABLE CIVIL SERVICE CLASS TITLES. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.**

Pursuant to Government Code 18935(b), candidates with permanent status at the Park Maintenance Supervisor I level or above may not be eligible to apply for this examination.

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**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Equivalent to completion of 12th grade.

Possession of a valid Class C driver's license. (Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment.)

**And**

**Either I**

One year of experience in the California state service performing the duties of a Park Maintenance Worker II or Park Maintenance Worker II (Angel Island).

**Or II**

Three years of experience in the California state service performing duties comparable to those of a Park Maintenance Worker I, Park Maintenance Worker I (Angel Island), State Park Equipment Operator, or Park Landscape Maintenance Technician.

**Or III**

Four years of journey person experience in a construction, building repair, or mechanical trade, including at least one year of lead person or supervisory experience.

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**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Breadth of experience in varied maintenance activities, technical training in construction, maintenance, or chemical application fields; college level course work in public administration, management and supervision; Class A or B driver license; knowledge of office automation equipment and EDP systems; Grade II water treatment operator license.

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**POSITION DESCRIPTION**

This is the normal entry level into the series. Positions in this class serve as the first line supervisors in those park districts with the least complex maintenance programs and may act as a crew member on a vessel. They may also serve as assistant supervisors to positions at the Park Maintenance Chief II and III level.

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**EXAMINATION  
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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**Exam Title: Park Maintenance Supervisor**  
**Exam Code: 3PR03**

**Release date: February 15, 2013**  
**Final Filing Date: March 4, 2013**

**QUALIFICATIONS  
APPRAISAL INTERVIEW  
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Methods, materials, tools and equipment used in construction, maintenance and repair of work of roads, structures, and infrastructure.
2. Various construction material and their uses.
3. Basic methods, material, tools, and equipment used in maintaining, protecting and improving landscape.
4. Material estimating and ordering.
5. Industrial Safety Orders, general safety practices and accident prevention techniques in the construction and maintenance field.
6. Equipment management and maintenance principles.
7. Products, material, and technology regarding "state-of-the-art" preservation of specific historical objects and structures.
8. Application of the California Environmental Quality Act (CEQA) to the State Park System.
9. Application of 5024 PRC in working with historic structures.
10. Department's budget process.
11. Principles of effective supervision and personnel management.
12. Basic State budgeting and administrative procedures.
13. Department's Equal Employment Opportunity Program Objectives.
14. A supervisor's role in the Equal Employment Opportunity Program Objectives.

B. Ability to:

1. Read and write English at a level required for successful job performance.
2. Plan, organize, schedule, and direct the work of others.
3. Analyze situations accurately and take effective action.
4. Communicate effectively.
5. Work with community groups and outside agencies.
6. Read blueprints and work from plans and specifications.
7. Estimate material and labor requirements.
8. Keep accurate records and prepare cost estimates and reports.
9. Effectively contribute to the Departments Equal Employment Opportunity Objectives.

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**VETERANS'  
PREFERENCE CREDITS  
AND CAREER CREDITS**

Veterans' preference credits and career credits are not granted in promotional examinations.

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**DRUG TESTING  
REQUIREMENT  
(ANGEL ISLAND)**

Applicants for positions in this class are required to pass a drug screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

**CONFIDENTIALITY AND  
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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**Exam Title:** Park Maintenance Supervisor  
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## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the Examination Unit of the Department of Parks and Recreation, (916) 653-9522, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available at** [www.jobs.ca.gov](http://www.jobs.ca.gov), and local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.: State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: These rules may be reviewed at departmental personnel offices or at the Information Counter of the California Department of Human Resources.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

## DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selections Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 653-9522

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)